New Federal Program/Project Office (FPO)
Assessments to Accompany the New FPO Training

NOAA Grants Online Program Management Office

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Version 5.03

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For each question, please <mark>highlight **<u>one</u>** response</mark>*.*

What is your current or future role in grants processing/grants management?

    a. Federal Program Officer
    b. Program Officer Staff (Contractor)
    c. Budget Officer
    d. Grants Specialist
    e. Other (please specify in this box)

01 – Grants Online 101 (Overview)

1. Which item is not a category of the Grants Online lifecycle?
    a. Pre-Award
    b. Closeout
    c. Post-Award
    d. Application

2. Who should you contact for answers to non-technical (programmatic) Grants Online questions?
    a. Grants Specialist
    b. Grants Online Help Desk
    c. Program Office Management
    d. a and c

3. Who should you initially contact to obtain a Grants Online user account?
    a. Grant Online Help Desk
    b. Any person in your Bureau who manages a Program/Project Office
    c. The GMAC Representative or the AAA for your Office/Region

02 – Create a Competitive RFA

1. **True or False:** There can only be one Competition per RFA.
    a.   True
    b.   False

2. For a Competitive grant program, which method should be used to communicate with the potential applicants?
    a.   An email
    b.   Application Instructions in the RFA
    c.   Notice of Funding Opportunity (NOFO)
    d.   The Help Desk

3. Which item is not a type of Review Event?
    a.   Individual Merit Review
    b.   Group Merit Review
    c.   Consensus Panel Review
    d.   Non-Consensus Panel Review

4. **True or False:** A Review Event may be conducted outside Grants Online. However, you must attach the scores and comments received from Reviewers to the Selection Package.
    a.   True
    b.   False

03 – Review Event

1. **True or False:** The system automatically moves all applications that meet the Minimum Requirements to the initial Review Event created for a Competition.
    a.   True
    b.   False

2. Which guidance document includes steps the Program Office should follow to complete the Review Event?
    a.   Create a Review Event
    b.   Conduct a Review Event
    c.   Competitive Application Processing
    d.   Award Action Request Guidance

3. What information is not included in the email sent to potential Reviewers?
   a. A user login (i.e., the Reviewer's personal email address) and PIN
   b. The Review Event Manager's contact information
   c. The title of the application they are being asked to review
   d. The Federal funding amount the applicant is requesting

4. **True or False:** The Grants Online Reviewer logs into the same screen as the Grants Online user.
   a. True
   b. False

04 – Competitive Application Selection

1. **True or False:** On the COMP-3 process map, the same person can perform both the role of the Competition Manager and that of the Assigned Program Officer.
   a. True
   b. False

2. For which data element(s) must the FPO enter data prior to having the option to select *Forward to Competition Manager* from the Action dropdown menu?
   a. Principal Place of Performance
   b. Legal Name (Application Information)
   c. Project Type
   d. All of the above

3. If the funding amount for the award is modified from the amount on the original application, according to **NOAA** grants policy the applicant...
   a. should submit a new application via Grants.gov
   b. should withdraw the original application
   c. should submit a revised SF-424 directly to the Program Office
   d. is automatically disqualified for the award

05 – Create a Universal RFA

1. **True or False:** The Catalog of Federal Domestic Assistance (CFDA) Number can be shared by more than one Program or Line Office working collaboratively on a single grant program.
    a. True
    b. False

2. What is the most efficient way to search for the intended recipient of an award associated with a Universal RFA?
    a. The Employer Identification Number (EIN)
    b. The DUNS Number
    c. The Organization Name
    d. The Grant Recipient's Name

3. When specifying data elements under the RFA Additional Information header, which items are optional?
    a. Specific Award Conditions
    b. Matching Requirements
    c. Review Events
    d. All of the above

06 – Universal Application Processing

1. **True or False:** If an application does not meet the Minimum Requirements either a Certified or an Uncertified Federal Program Officer can reject the application.
    a. True
    b. False

2. How does Grants Online recognize that an application is being processed as a multi-year award?
    a. The Project Period crosses a fiscal year
    b. The Project Period is more than 12 months
    c. There is more than one funding line on the Application Details Page
    d. All of the above

3. Which item is not a result of the Federal Program Officer completing the Conduct Negotiations task?
   a. PO Checklist
   b. NEPA Notification
   c. Award Notification
   d. Procurement Request and Commitment of Funds (PRCF)

07 & 08 – Award File Processing – Procurement Request, NEPA and PO Checklist

1. **True or False:** In Grants Online, if you create a Specific Award Condition (SAC) when you set up a RFA or Competition, that SAC is automatically applied to all applications associated with that RFA or Competition.
   a. True
   b. False

2. Each bureau has a default frequency for submitting the Performance Progress Report (PPR). What steps should the FPO use to change the frequency of PPR reporting?
   a. Change the radio button to select a different option
   b. Use the specified link to add a Specific Award Condition for the PPR
   c. Enter data into the PPR Comments box
   d. All of the above

3. **True or False:** The "DWValidate" button checks the accuracy of the information entered for the ACCS Lines for the fiscal year specified and checks to determine if there are sufficient funds available.
   a. True
   b. False

4. How can the FPO communicate with the user who has the next task on the process map and ensure comments are automatically included in the Award File Workflow History?
   a. Send an email
   b. Make a phone call
   c. Use the workflow Comments box
   d. Use Google chat or other IM feature

09 – Recipient Acceptance of an Award

1. What information is not included on the New Award Notification email sent to the Grant Recipient?
    a. Specific instructions for how to log on to **Grants.gov**
    b. The period of performance
    c. The number of days they have to electronically sign the award offer
    d. The name of the Authorized Representative who can accept the award

2. What must the Authorized Representative do prior to having the option to accept or decline an award?
    a. Return to Federal Agency for Revision
    b. View Award Details
    c. Email the Program Officer
    d. Manage Award Recipients

3. Which user role is responsible for managing users at the Recipient organization (e.g., add new users to an Award, add new user roles, unlock accounts, or reset passwords).
    a. Recipient Administrator
    b. Recipient Authorized Representative
    c. Principal Investigator/Project Director
    d. Business/Financial Representative

4. **True or False:** The Principal Investigator/Project Director (PI/PD) on an award has access to all awards for which their organization has received Federal funding during the current fiscal year.
    a. True
    b. False

10 – Award Action Request

1. How does a Recipient officially notify the Program Office of the desire to use award funds in a manner other than what was specified in the original award document?
    a. Contact the Grants Online Help Desk
    b. Email your Federal Program Officer
    c. Call your Federal Program Officer
    d. Submit an Award Action Request

2. On the Award Action Report Index Page (either in Grants Online or in documentation), what does an asterisk (*) next to an item indicate?
    a. It does not have any meaning
    b. An amendment is automatically created
    c. The item generally results in a notification of approval
    d. An amendment may be created

3. **True or False:** Only an Authorized Representative can forward an Award Action Request to the agency.
    a. True
    b. False

11 – Performance Progress Report and Federal Financial Report

1. Which report is not submitted by a Recipient to the Federal Government?
    a. Performance Progress Report (PPR)
    b. Federal Financial Report (FFR)
    c. Award Tracking Report (ATR)
    d. Research Performance Progress Report (RPPR)

2. **True or False:** After the award expires, the Recipient has 30 days to submit the **final** Performance Progress Report and the Federal Financial Reports (SF-425).
    a. True
    b. False

3. When completing the Federal Financial Report (SF-425), which of the following data fields are required?
    a. Cash Receipts
    b. Cash Disbursement
    c. Basis of Accounting
    d. All of the above

12 – Partial Funding

1. According to process map PR-1 which document(s) is/are generated as a task in the FPO Inbox?
    a. Procurement Request
    b. Release of Funds
    c. Application
    d. a and b

2. According to DOC policy, which of the following items must be complete and up-to-date before additional funds can be released (assuming funds are available):
    a. Performance Progress Report
    b. Award Action Request
    c. SF-424
    d. Property Form

3. Which actions must be complete before you can forward the Release of Funds document to the Grants Specialist?
    a. The NEPA Official must have approved the NEPA Document
    b. The Request Authorizing Official must have approved the Procurement Request
    c. All other Award Files in Progress must have been sent to the Grants Specialist
    d. All the above

4. **True or False:** A Partial Funding Amendment must be sent to the Recipient for acceptance.
    a. True
    b. False

13 – Award Tracking / Correspondence / Supplementary Information

1. Which of the following parameters is not available to the user when generating an Award Tracking Report?
    a. Line Office
    b. Award Number
    c. Federal Funding Amount
    d. Recipient Name

2. **True or False:** Supplementary Information tags cannot be used to search for a Grants Online award.
    a. True
    b. False

3. The Correspondence and Federal Reports section of the Grants File is good for holding information that should be viewable…
    a. by all who can access that award
    b. only by Recipient users
    c. only by Grants Managers
    d. only by Federal Agency users